

**U.S. Environmental Protection Agency  
Region 2  
2016 SEMS Data Entry Control Plan  
Updated January 2016  
Revised April 2016**



**Emergency and Remedial Response Division  
Program Support Branch  
Resource Management / Cost Recovery Section**

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## **Introduction**

In FY2014, the Superfund program officially deployed the Superfund Enterprise Management System (SEMS), which integrates several legacy information systems. While guidance previously pertained to data in the Comprehensive Environmental Response Compensation and Liability Information System (CERCLIS), it now applies to the new data elements, processes and administrations of SEMS.

According to the Superfund Planning and Implementation Manual (SPIM) a key component of SEMS verification/validation procedures is the Data Entry Internal Control Plans (hereafter Control Plans). The primary objective of every Control Plan is to provide a consistent plan for entering and maintaining current, complete, consistent and accurate data in Superfund systems. Information entered into SEMS by the Regions is available for use by EPA Headquarters simultaneously. Therefore, ensuring the quality of the data entered into SEMS is critical to accurate reporting information associated with hazardous waste sites.

### **A. General Overview of the Data Entry Control Plan:**

#### **A.1. Description of the Purpose of Data Entry Control Plan:**

The Superfund Enterprise Management System (SEMS) is the national database housing information on the cleanup status of hazardous waste sites. As such, it serves as the central repository of Superfund programmatic and budget planning data. Sites listed on the National Priorities List (NPL), currently being investigated as a potential NPL site, Formerly Used Defense Sites (FUDS), and non-NPL sites with removal or NPL-equivalent actions are all included in SEMS. SEMS allows for current, complete, consistent, and accurate tracking and reporting of data allowing the Superfund program to effectively track, monitor, measure and report performance.

The Government Performance and Results Act (GPRA) enacted in 1993 requires the establishment of strategic planning and performance measurement in the federal government. GPRA also included requirements for verification and validation procedures pertaining to performance data in any annual performance plan. The purpose of the SEMS Data Entry Control Plan (Control Plan) is to ensure that SEMS data are consistently of the highest quality and are readily available for use by EPA managers and staff, governmental oversight offices and private entities, when necessary. Due to GPRA regulatory requirements, the large costs involved in the Superfund program, and the public interest in the Superfund cleanup operations, it is not unusual for Headquarters, the Office of Inspector General (OIG), or the Government Accountability Office (GAO), to audit SEMS data at any time. The Control Plan is written to ensure that SEMS data quality is of highest quality to meet any audit request in the time allotted.

This Control Plan was prepared in accordance with the instructions from the most recent Headquarters guidance document "2016 SEMS Data Entry Control Plan Guidance". Sections within this document directly respond to criteria as documented in the Superfund Program Implementation Manual (SPIM) as well as guidelines set forth in the Headquarters guidance. In addition, sections within this document provide a comprehensive understanding of Regional SEMS data entry and associated procedures. This data quality plan is followed by Region 2 and was created on January 31, 2016 and revised on April 14, 2016.

#### **A.2. Quality Control Processes for Data Entered into SEMS**

Quality Assurance and Quality Control (QA/QC) of data entered in SEMS and Primavera site scheduling tool is both Regional and Headquarters responsibility. Headquarters program staff take an active role in improving the quality of data stored in SEMS by serving as data sponsors. Within Region 2, the subject matter expert,

or their supervisor, Information Management Coordinator (IMC), and Enforcement Specialist (ES) is responsible for ensuring that the correct data enters the system on a real-time basis, as the program/site planning and accomplishments change. Individuals with specific roles and responsibilities will be identified later within this document.

The QA/QC process begins as remedial, removal, federal facility and enforcement source documentation is received, reviewed and verified by the IMC, ES, or the Regional System Administrator (RSA). The IMC, ES and RSA will verify the document is signed and dated by the authorized official. The document is then reviewed to assure this meets the SPIM definition category for that action. Dates entered in SEMS or via Primavera by the subject matter experts are verified upon entry. The SEMS Site Management Site Schedule module and Oracle Business Intelligence (OBI) Analysis and Interactive Reporting tool are analyzed to ensure the actual start/completion date entered accurately are in line with the source document. The document is placed into the SEMS Records Management Module (SEMS-RM) and the SEMS DocID is associated with the site activity under the Site Management Module.

Data access is the key to ensure data entry is secure, accurate and complete. Data access is controlled by various access roles which limits the extent to which an individual or group has access, what they can view or edit, as well as which reports are available to them. For example, users such as Remedial Object Managers (RPM), have view access to all sites, but have edit rights only to those sites assigned to them. An individual may have multiple roles assigned both primary and secondary. These roles are determined by the IMC

The All Access role allows the user to have edit rights to all sites. In Region 2 the All Access is assigned to the IMC, ES, RSA, Budget Coordinator (BC), Site Assessment Coordinator (SAC), Cost Recovery/Oversight Coordinator, and Removal Coordinator. Subject matter experts assigned this role are identified later in this document.

Region 2 and Headquarters are responsible for the review of SCAP and GPRA data on a quarterly basis. This involves review of Site Assessment data, Five Year Review data, Record of Decision (ROD) technical data, Construction Completion data, Federal Facility data, Enforcement data, and cost and budget data. In addition, a variety of Headquarters' contractors have multiple roles for their use in testing and limited data entry in SEMS, as directed by Headquarters and the Regions. Headquarters' program managers and staff have access to the database and the ability to use the application to display data and print reports.

### **A.3. Definitions for Current, Complete, Consistent, and Accurate Data**

To ensure that the region's data meets the definition of quality, it is evaluated on the assessment of each of the following measures.

#### **Current**

Current refers to the status of information in the database as measured by the length of time between the actual event, or receipt of documentation about the event, and its official entry into the database. According to the SPIM, data on accomplishments should be entered into SEMS within five business days of the end of the quarter in which it occurred. Site Progress Profile pages should be updated to reflect current news about the Site. Each site page should be completely reviewed once per year to ensure all content is current.

- Target and accomplishments and PRP information will be entered into SEMS within five business days of the end of the quarter the accomplishment occurred.

## **Complete**

Complete data assures that all pertinent information is available for use when needed. Completeness refers to the amount of required data present in the database at a specific point in time. The SPIM provides the set of nationally required data elements for SEMS.

Current and complete are closely related and are often considered together. In particular, completeness must always be evaluated with respect to current, that is, data are complete (or incomplete) as of today. In some instances, however, it is easy to separate these two factors. For example, a site assessment report may be received and the data entered into SEMS in a timely manner. However, the entered data required additional data elements to appear on reports. In this case, information would be considered current, but not complete.

- 100% of required reporting target and accomplishment information identified in the SPIM will be entered into SEMS. The Region 2 QA/QC process will identify and correct any outstanding information.

## **Consistent**

Consistency refers to the extent to which appropriate values are used for a data element as defined nationally. For management reports to be the most effective, data must be comparable over time within the area of interest. Comparable codes or values must be used for the area of interest. They must be used for the same data elements over time and in different geographical areas if valid comparisons are to be made by Superfund managers.

Consistency errors usually originate with the program or facility staff who prepares source documentation. The selection of the code(s) must be consistent with the approved definition of the data element and data value as defined nationally in the SPIM and SEMS Data Element Dictionary (DED).

- 100% of data entered should be consistent with national definitions in the SPIM.

## **Accurate**

Accuracy refers to the absence of erroneous data resulting from mistakes during any point of data preparation, entry or transmission process. Data errors can occur as a result of the invalid key strokes while entering data, by personnel who prepare source documentation, and through transmission errors that can result in the transposing or dropping of characters.

Headquarters only recognizes target and accomplishment that are correctly reported in SEMS through SCAP reports. Region 2 performs data quality checks and makes adjustments to SEMS if the database does not reflect accurate target or actual accomplishments.

- 100% of the required accomplishment information entered into SEMS should be identical with those reported on the source document. Clarifying and confirming the information is a key part of maintaining accurate data.

## **B. Process to Ensure Program Accomplishments Meet Accomplishment Definitions in the SPIM**

### **B.1. Who Determines that Accomplishments Meet Accomplishment Definitions in the SPIM**

The SPIM is the program's official guide to accomplishment definitions, and as such, the document with which the GAO, the EPA OIG, and others expect Superfund accomplishments to conform.

Both Regional subject matter experts in conjunction with the IMC make final determinations as needed. The IMC provides oversight to the ES responsible for coordinating enforcement accomplishments, the RSA who coordinates remedial and federal facility accomplishments, and the Removal Coordinator who coordinates removal action accomplishments. The SAC makes final determinations and oversees site assessment accomplishment definitions.

### **B.2. How Staff Determines Accomplishments Meet Accomplishment Definitions in the SPIM**

The following Standard Operating Procedures (SOPs) take place monthly, quarterly and at fiscal year-end to ensure accomplishments are reported accurately. The SPIM guidance manual is the primary documentation used to determine accomplishments meet accomplishment definitions in the SPIM. Any uncertainty will be discussed with the Headquarters data sponsor for the accomplishment.

- The IMC and ES meet quarterly and as needed with each regional subject matter expert to review accomplishments.
- The SPIM definition is manually checked against the source documentation. Special emphasis is placed on the signature pages and date signed.
- Definitions of accomplishments are provided to RPM's and Managers as requested throughout the fiscal year via email, hard copy, and phone conversation and also provided at the beginning of each year when identifying the Region's targets.
- The SPIM is available in electronic format on the EPA's website at <https://sems.epa.gov/Manuals/Final%20FY2016%20SPIM.pdf>

## **C. Delegation of Authorities for Approval of Data Input into SEMS**

### **C.1. Nature of Data Entry**

#### ***Remedial Data***

Starting in FY14 data entry procedures were "centralized" with RPM's submitting dates and financial planning data, which already has management approval, to the IMC for entry into SEMS. Additional detailed data for Five Year Review and Environmental Indicator information are also primarily entered by the IMC.

#### ***Federal Facility Data***

Starting in FY14 data entry procedures were "centralized" with Federal Facility RPM's submitting dates and financial planning data to the designated Federal Facility SEMS Representative and the IMC for entry into SEMS. Prior to data entry, management reviewed and approved the dates and financial planning data.

### ***Enforcement Data***

Data entry procedures are “centralized.” Data is confirmed and often submitted by the Deputy Director of Enforcement and Homeland Security. Data entry is performed by the ES with the backup of the Chief Resource Management/Cost Recovery Section (RM/CRS). Selected enforcement activities (Notice Letters, 104(e) Letters, Non-NPL PRP Searches, and Liens) data is updated under the Chief RM/CRS guidance.

### ***Site Assessment/Pre-Remedial Data***

Starting in FY14 data entry procedures were “centralized” in Site Assessment section . Site Assessment Managers (SAMs) submit data to the SAC who enters it into SEMS, though approval is not subject to Regional Manager for review.

### ***Removal Data***

Data entry procedures are “centralized” in Removal section. Data entry for removal starts and complete dates are performed by the Removal Coordinator or delegated alternate in the Edison, New Jersey office.

## **C.2. Who Performs Data Entry**

Appendix C details a list of all the RPM’s responsible for updating accomplishment data in SEMS.

### **Assigning new EPA ID Numbers (Site Discovery)**

The SAMs receive information from the state, general public or other means relating to possible contamination at a site. They collect the site name and location as well as any other information which is available. All of the data is coded on PRE-CERCLIS Screening Form (PCS) / Discovery Form and reviewed by the SAM to ensure that all the necessary information is recorded, such as requestor name, Region, Site Name and Address, EPA Program, Federal Facility Flag, and the Site Discovery Lead. The PCS/DS Form is then checked against SEMS and Envirofacts to screen for aliases information. Upon completion, the site information is entered into the SEMS Site Management, Add New Site module, Add Site Information screen by the SAC.

### **Archiving Sites**

The SAC is responsible for archiving sites in SEMS. Once it has been determined that no additional site assessment work is necessary the SAC notifies the Removal coordinator (or removal alternate), RCRA Coordinator, and Cost Recovery Coordinator via email, stating they wish to archive the site. The contact in each program checks the status of the site within their respective program, and replies whether or not he/she concurs with the request to archive. Once the SAC receives concurrence and notification from all three Coordinators that the site can be archived, the archived date is entered into SEMS and a comment stating that the site is archived is entered in the Comment field in the SEMS Site Management module. In the rare event that mutual agreement cannot be reached, a justification is provided.

## **C.3. Frequency/Deadlines for Data Entry**

Data is entered as soon as feasibly possible after the activity or accomplishment occurs or at a minimum within five business days of the end of the quarter that it occurred. Every effort is made to enter data on a timely basis once supporting documentation can be verified. Data is thus entered according to the Managers’ Schedule of Significant Events in the SPIM. The SPIM contains the Standard Operating Procedures (SOPs) that the region follows. Region 2 follows the Headquarters monthly SCAP schedule for updating SEMS data.



At a minimum, Headquarters pulls targets and measures accomplishment start and complete data from SEMS at mid-year and end of year.

Accomplishments are reported quarterly to Headquarters. Two weeks prior to the quarterly pull the IMC sends an electronic memo (email) to SEMS users and management informing them of the Headquarters pull date. The memo includes national priorities and highlights areas of particular concern. This can include budget, accomplishments tracking, data cleanup, or special data collections. The RPM's have one week to submit data to be entered, review site changes with their supervisor using the SCAP -02 and/or SCAP 14 reports and have the appropriate changes approved by management.

#### **C.4. Supporting Information to Describe Data Entry**

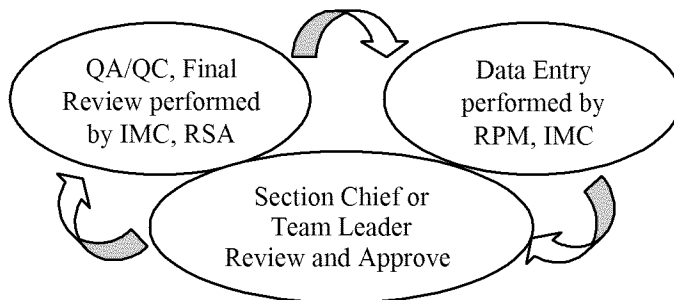
RPM's are responsible for supplying remedial and enforcement source documentation to IMC, and ES. Data Entry is accomplished when source documentation is received, reviewed and data verification is complete. Upon completion of data entry by the Region 2 IMC as a backup the RSA will review the data accuracy. The documentation is turned over to the Superfund Records Management Center for scanning and updating to the site file. The SEMS-RM DocID is associated with the site activity in Site Management. On Scene Coordinators (OSCs) provide source documentation to the Removal Coordinator and designated alternate for review and data entry.

Screen review of key reports such as the SCAP 14 and Enforcement 3 are used to ensure that data entry is accurate. The data entered into SEMS and Primavera goes through management review, or is entered directly by the IMC, ES, SAC, and the Removal Coordinator. The following references contribute to meeting SEMS data entry requirements:

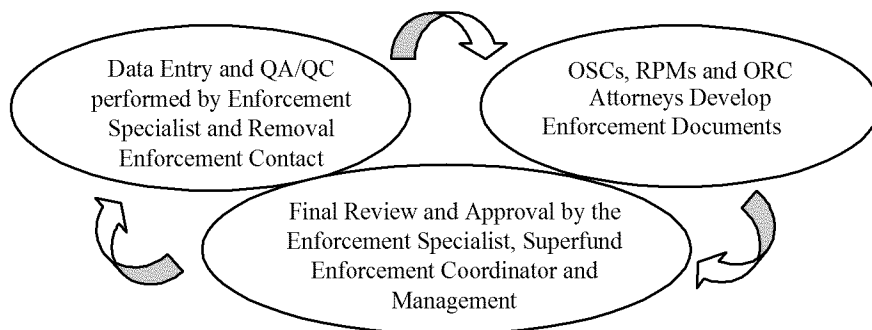
- Superfund Program Implementation Manual (SPIM)
- ICIS/Shell Reports for AOCs, Conclusions, and Referrals to DOJ
- Site Assessment Non-NPL Status Report
- Site Assessment Potential Future Assessment Work
- Regional Tracking System for Oversight Billing
- Oversight and Collection Reports from Finance
- Removal Data Collection Forms
- Removal Situation Reports (POLREP)
- Removal Orders
  - SCAP-02 Site Summary Report
  - SCAP-13 Site Assessment
  - SCAP-14 Superfund Accomplishments Report
  - SCAP-15 Government Performance and Results Act (GPRA) Report
  - ENFR-03 Settlements Master Report (Response and Cost Recovery)
  - ENFR-16 Cost Recovery Decision Documents (Closeout Report)
  - ENFR-25 Administrative/Unilateral Orders Issued Report
  - ENFR-62 Enforcement Measures of Success Summary
  - ENFR-66 RA Starts with Viable PRPs
  - ENFR-67 Financial Assurance Report
  - PGMT-06 Actions with SEMS DOC ID Info

## C.5. Chain of Command for the Delegation of Approval Authority

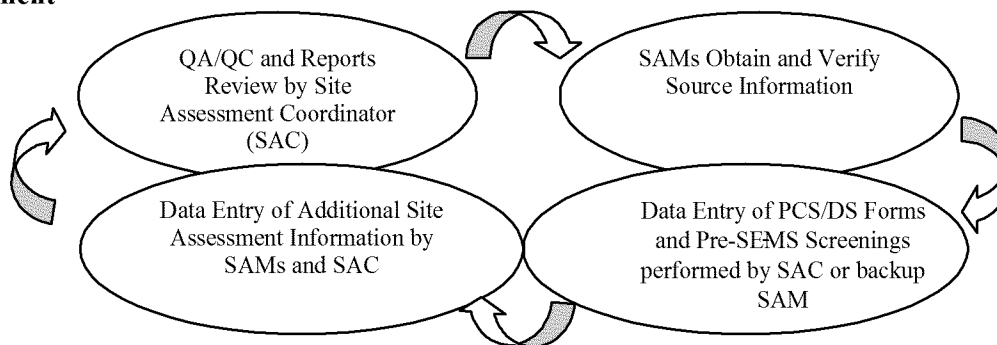
### Remedial and Federal Facility Data



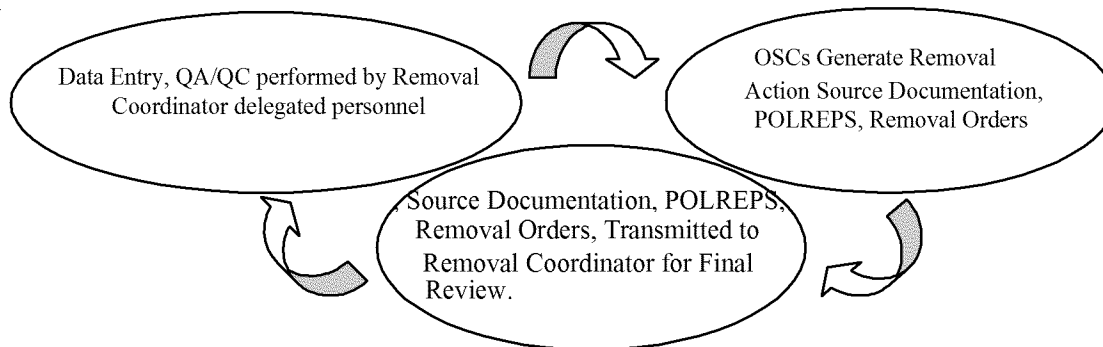
### Enforcement



### Site Assessment



### Removal Data



## **C.6. Who is Primarily Responsible for Approval of Data**

The authority for approval of Remedial and Federal Facility data entry in SEMS has been delegated to the Section Chief. The authority for the approval of Enforcement data rests with the Deputy Director of Enforcement and Homeland Security and ES in coordination with the Chief RM/CRS and IMC. The authority for Site Assessment data rests with the SAMs (not the Section Chief). However, review and oversight of the data are performed by the SAC. The authority for approval of Removal data for input into SEMS rests with the Removal Coordinator, in coordination with the Removal Support Section Chief.

## **C.7. Process for Approval of Data**

Approval for Remedial and Federal Facility data is performed by Management Reviewers consisting of Superfund Branch Chiefs and Section Chiefs who work with the IMC and RPM's to ensure the region's targets are planned, and accomplishments are reported. This involves proposing, changing, and reporting SCAP targets and accomplishments and ensuring that funding needs and budget plans are accurate and current in SEMS. Management Reviewers negotiate with Headquarters data sponsors and approve all planned targets in their programs. They have primary responsibility for monitoring and projecting current year and future year program plans.

Every effort is made by RPM's to provide updated data, and Management Reviewers to review and approve submitted data on a timely basis. Approval occurs quarterly at a minimum and there is continual attention to quarterly and end of year deadlines.

Approval for Enforcement data begins when source documentation is reviewed and checked against the SPIM guidance definition by the ES and Chief, Removal Assessment and Enforcement Section. Once reviewed, the data is entered.

Every effort is made by the ES to obtain information and/or documentation from the Deputy Director of Enforcement and Homeland Security, RPM's, ORC attorneys, ICIS reports and the Chief, Removal Assessment and Enforcement Section on a timely basis. Approval occurs quarterly at a minimum and there is continual attention to midyear and end of year deadlines.

Approval for the Site Assessment data begins as the SAMs collect and verify information and submit RCS/DS Forms and Pre-SEMS Screenings to the SAC for data entry. All other site assessment information is entered either by the SAM or SAC. Approval by the Pre-Remedial Section Chief is not required.

Every effort is made by the SAMs and SAC to enter and approve data on a regular basis and there is continual attention to weekly, quarterly and end of year deadlines.

Approval for the Removal data begins as Situation Reports (POLREP) are submitted to the Removal Coordinator and delegated alternate for review and data entry of start and complete dates into SEMS. Should there be a concern, the OSC and respective Section Chief are consulted as needed.

Every effort is made by the Removal Coordinator to obtain information and documentation from OSCs and other sources as needed on a timely basis. Approval occurs quarterly at a minimum and there is continual attention to quarterly, mid-year and end of year reporting deadline.

## **C.8. Process to Correct Incomplete or Inaccurate Data Entry**

When an audit of SEMS uncovers data quality issues, two scenarios exist to correct the issue. The first scenario exists when supporting documents cannot be located. Corrective actions are developed by the designated SEMS Data Owner in accordance to the SPIM guidance and other relevant Headquarters guidance. The corrective action may include creating milestone dates or the issuance of a memorandum to the site file from the SEMS Data Owner. The corrective action that is developed is then approved by Superfund Division management and implemented by either staff members or the designated SEMS Data Owner.

The second scenario occurs when a source document exists to support the altering of data. In this second scenario, the source document should serve as the justification for the corrective action and should follow the same process for approval and implementation as the first scenario. SEMS Data Owners work with the RM/CRS staff to ensure that corrections to incomplete or inaccurate data are necessary, will satisfy all required definitions, and will permanently correct SEMS data.

## **D. Processes to Ensure that SEMS Data are Current, Complete, Consistent, and Accurate**

### **D.1. Supporting documentation for all Audit Procedures**

Any audits in Region 2 will use the SPIM as a reference to ensure that data has been properly entered into SEMS. The Standard Operating Procedures are in place to support audits. Source documents for remedial and enforcement accomplishments prior to FY2013 are filed by action type and fiscal year using binders and are housed in RM/CRS in 290 Broadway in the event of an audit. Removal program documentation prior to FY2013 are filed in Edison, NJ. Post FY2013 documents for all programs are stored in SEMS-RM and associated with their corresponding activities in Site Management. Copies of pre-FY2013 documents are also maintained within site files and core activities are scanned in SEMS Records Management Module (SEMS-RM), as well as the ORC files. Accomplishment binders reflecting program data entry and accomplishments date back to FY 1993. Current audit projects are maintained by the Chief RMCRS. Audits have included a comprehensive cleanup of PRP name data to ensure consistency across regions. Other audits have included OIG and GAO requests for copies of source documentation and the addition of PRP information for prior year settlements.

Throughout the fiscal year, audits to check for SEMS past planned start and complete dates are conducted utilizing existing OBI Analysis and Interactive AD-Hoc reports. OBI Ad-Hoc querying reports are reviewed to check planned financial records for alternate and approved status. And Environmental Indicator reports have also been utilized by the region.

## **E. Listing of Regional Policies for Source Document management**

### **E.1. Who is Responsible for Managing Source Documents**

#### **Remedial, Enforcement and Federal Facility Source Documents:**

Name/Title:	Melinda Morgan, SEMS-RM Records Manager
Contact Info:	morgan.melinda@epa.gov; 212.637.4355
Section:	Resource Management/Cost Recovery Section (RM/CRS)
Branch:	Program Support Branch (PSB)
Role/Responsibility:	Maintains documentation by fiscal year from FY 93- Present
Backup:	Vacant, Information Management Coordinator
Backups:	Robert Keating, Chief RM/CRS and Site Files. Office of Regional Counsel, Lydia Barbagallo (CDs, Referrals, Orders)

### **Site Assessment Source Documents**

Name/Title	Cathy Romano, Site Assessment Coordinator
Contact Info:	<a href="mailto:moyik.cathy@epa.gov">moyik.cathy@epa.gov</a> ; 212.637.4339
Section:	Pre-Remedial Section
Branch:	Special Projects Branch (SPB)
Role/Responsibility	Oversees accuracy of data. Source Documents reside in Pre-Remedial File Room, 19 <sup>th</sup> Floor and SEMS-RM
Backup:	Vacant, Site Assessment Manager (SAM)

### **Removal Source Documents:**

Name/Title	Joseph D. Rotola, Removal Coordinator
Contact Info:	<a href="mailto:Rotola.joseph@epa.gov">Rotola.joseph@epa.gov</a> ; 732.321.6658
Section	
Branch:	Removal Action Branch (RAB)
Role/Responsibility	Oversees accuracy of data. New POLREP source documents reside on <a href="http://www.epaOSC.org">www.epaOSC.org</a> . Action Memoranda source documents reside in SEMS -RM and on G:\ERRDDIV-NJ\Action Memoranda
Backup:	Delegated Alternates, Administrative Staff and OSCs maintain similar documentation. OSC Records are located in the Edison Record Center which utilizes its own index system.

### **Superfund Document Management**

Source documents that support accomplishments primarily reside in the site file located in the Region 2 Superfund Records Center. The Superfund Enterprise Management Systems (SEMS) is now the official repository of nationally defined and required data for primary Superfund site activity data, records, and support documentation. To the extent possible, key source documents will be indexed into SEMS Records Management Module (SEMS-RM). The SEMS-RM Document Identification Number (DocID) is then updated in SEMS Site Management. The RSA will link the SEMS-RM DocID associated to source documents back to the Action Accomplishment Date through the Associate Source Document link in Site Management – Site Schedule. The RSA is responsible for updating the SEMS-RM DocID assigned for current year Program Required Documents as listed in Exhibit XIII.2 of the SPIM. During the QA/QC process, the RSA refers to specific OBI Analysis and Interactive reports to verify all SEMS-RM DocIDs are populated in SEMS.

For sites or actions that do not have the SEMS-RM DocID entered in SEMS, the RSA will notify the RPM and Section Chief, via email, to turn in the required missing document. RPM's responsible for the accomplishment are responsible for ensuring that the record of the accomplishment is delivered to the IMC, or Records Manager to be placed in the site file. The result of entering the SEMS-RM DocID in SEMS, linking the document with the activity, as well as the subsequent quality review, is the final confirmation that data in SEMS and supporting documentation residing in the Region 2 Superfund Record Management Center are in agreement and match SPIM accomplishment definitions.

## E.2. Who Reviews Source Documents

SEMS Data Owners are responsible for reviewing source documents. These users consist of Superfund staff members with primary source knowledge of program and site data used in S EMS and SPIM. SEMS Data Owners and Manager Reviewers additionally confirm that appropriate dates and signatures are verified.

### *Roles and Specific Responsibilities of Each Key Staff Member*

Information Management Coordinator (IMC)	- Vacant, backup Robert Keating, Chief RM/CRS
Records Management Coordinator (RMC)	- Melinda Morgan, RM/CRS
Budget Coordinator (BC)	- Courtney McEnery, Chief PSB
Enforcement Specialist	- Vacant, backup Robert Keating, Chief RM/CRS
Cost Recovery/Oversight Coordinator	- Robert Keating, Chief, RM/CRS
Cost Recovery Specialist/Data Entry	- Jennifer Chernowski, RM/CRS
Program Analyst	- Diann Cox-Tramel, RM/CRS
Regional System Administrator (RSA)	- Mabel Garcia, RM/CRS
Database Administrator	- OSRTI Contractor
Removal Coordinator	- Joseph D. Rotola, Branch Chief Removal Action Branch
Removal Coordinator Alternate	- Mark Pane, Chief RAB/RSS, Beckett Grealish, RAB/RSS, Bonnie Hriczko, RAB/RAES
Deputy Director of Enforcement and Homeland Security (DDEH)	- Nicoletta Di Forte, Deputy Director ERRD
Site Assessment Coordinator	- Cathy Romano, Special Projects Branch
Federal Facility SEMS Representative	- Helen Shannon, Special Projects Branch
Remedial Project Managers (RPM)	- See Appendix C
Federal Facility Project Managers	- See Appendix D
Site Assessment Managers (SAM)	- See Appendix E
Manager Reviewers	- See Appendix F
Other Users	- Technical Support Section, CEPD, PAD, ORC, FOIA, Civil Investigator, and On -Scene Coordinators (OSC), Brownfields Section Staff.

### **Information Management Coordinator (IMC)**

The IMC is a senior position which serves as regional lead for all Superfund program and SEMS, Primavera systems management activities. The IMC oversees the data in SEMS, especially those areas which relate to target setting and accomplishment reporting. The IMC provides support on accomplishment and SCAP definitions. The IMC attends Superfund manager's meetings and conference calls to discuss targets, accomplishments, and overall data quality. The IMC authorizes user access on an as needed basis and determines access rights and network privileges. The IMC works closely with the users and their supervisors to discuss data issues and provide training and/or guidance with data entry. The IMC is viewed by management as the subject matter expert in SEMS data, accomplishment tracking, and SPIM definitions. As the expert in the area, the IMC oversees Superfund data collection and maintenance responsibilities which include:

- Developing and maintaining Superfund program processes, schedules, reports, and methods for collection and entry of Superfund program data;

- Ensure regional planning and accomplishments are complete, current, and consistent and accurately reflected in SEMS by working with Data Sponsors and Data Owners;
- Provide liaison to Headquarters on SCAP process and program evaluation issues;
- Ensure that the quality of SEMS data is such that a accomplishments and planning data can be accurately retrieved from the system;
- Developing, implementing, and maintaining all related SEMS and SCAP guidance in accordance with Headquarters' policies;
- Identifying, developing, and resolving Superfund policy issues affecting the SPIM process and data quality;
- Developing, implementing, and using SEMS, SCAP reports and related software applications to ensure program data for the Superfund program is entered into SEMS in a highly accurate and timely manner.

### **Records Management Coordinator (RMC)**

The Records Management Coordinator (RMC) oversees the Region 2 Superfund Records Center staff and procedures for handling long-term management of site files. The RMC works closely with the IMC, ES, and RSA during the Quality Control Process for data entered into SEMS. The RMC is responsible for collecting documentation supporting the actual start and completion of all targets and accomplishments entered into SEMS. The RMC assures all source documents are electronically scanned into the SEMS Records Management Module (SEMS-RM), and that all pertinent site files are maintained by the Records Center contractor staff who images and stores electronically all Superfund source documents (organization, review, inspection, scanning, auditing and indexing).

### **Budget Coordinator (BC)**

The Budget Coordinator (BC) serves as the regional lead for all Superfund program resource activities. The BC is responsible for coordinating the planning, development and reporting of resources. The BC coordinates the planning and execution of regional priorities and communicates and implements national and regional Superfund budget policies. The BC works closely with the IMC to ensure regional resources associated with accomplishments are complete, current, and consistent, and accurately reflected in SEMS. The BC provides liaison to Headquarters on program issues.

### **Program Analyst (PA)**

The Program Analyst serves as the regional lead for Superfund Site Profile pages (SPP). The PA assures that SPP are reviewed by Region 2 staff at least annually and updated as needed. Acts as the Publisher for the region. The PA works closely with the users and their supervisors to discuss data issues and provide training and/or guidance with data entry concerning SPP. The PA also oversees Financial Assurance tracking, Electronic Data Deliverables and system interactions between SEMS, FOIA Online, FACT Tool, EQulS and other programs used by the Region 2 Superfund program.

### **Regional System Administrator (RSA)**

The Regional System Administrator (RSA) technical duties within SEMS includes assisting in reviewing and maintaining remedial and federal facility accomplishments. The RSA is responsible for OBI Ad-Hoc querying and reporting which retrieve s data from SEMS for the IMC, and Division Management. This involves collecting information from the requestor, retrieving the data and assisting with special report formats. Graphic reports using SEMS data are produced on Remedial Pipeline Status, and NPL Sites by

Congressional Districts. Additionally, perform SEMS User Acceptance Testing (UAT) on all system release and system module updates.

### **Database Administrator**

The Database Administrator (DBA) handles System Security by setting objects and controls to reflect the user's need for access to ensure that only valid users have access; issues accounts and notifies users about routine database maintenance. The system is maintained at RTP by a contractor DBA who reports to OSRTI.

### **Cost Recovery/Oversight Coordinator**

The Cost Recovery/Oversight Coordinator handles Oversight Billings and Decisions not to Pursue Cost Recovery i.e. Close Outs. This position reviews accounts receivable collections, cost recovery information and IFMS exceptions data as needed. The Cost Recovery Specialist/Data Entry works closely with the Oversight Coordinator performing QA/QC and updates the data directly in SEMS. Additionally, there is quarterly coordination of oversight bills and special accounts data with the ES.

### **Enforcement Specialist**

The Enforcement Specialist (ES) is responsible for tracking enforcement accomplishments data in SEMS. This position performs quality assurance and retains all source documentation for enforcement and reforms data. Enters cost recovery and required information for administrative and judicial settlements. Documents are reviewed to make sure the signature pages are present. SCAP Reports are compared against source documentation and ICIS reports quarterly. Accomplishments information is exchanged quarterly with Region 2 Deputy Director of Enforcement and Homeland Security, the Office of Regional Counsel (ORC), and the Removal Enforcement Contact to ensure accuracy. Support on SPIM definitions, and Headquarters sponsored training is provided internally to Management, RPM's, the Removal Enforcement Contact and Regional attorneys.

### **Deputy Director of Enforcement and Homeland Security (DDEH)**

This position reports directly to the Division Director and is responsible for reviewing, providing comments, and signing off on enforcement settlements, orders, and other actions. This position acts as a liaison between the program and the Office of Regional Counsel and works closely with the IMC and ES to ensure that data is entered in a timely fashion into SEMS. Additionally, the DDEH attends quarterly, mid-year, and end of year senior management enforcement briefings.

### **Removal Coordinator and OSCs**

The Removal Coordinator is responsible for ensuring entry of all removal data, including starts and completes into SEMS. No information is entered into SEMS until the Removal Coordinator has received the source documentation. The Removal Coordinator and delegated alternates work closely with On-Scene Coordinators (OSCs) to discuss data quality issues. As with the IMC role, the Removal Coordinator is viewed as the expert in SEMS removal start and complete data, accomplishment tracking, and SCAP definitions with respect to the Removal Program. The Removal Coordinator delegated alternates have the responsibility of creating new SEMS EPA ID numbers if one does not already exist. Action memo dates are also entered for Removal Actions. The Removal Coordinator delegated alternates will regularly check the Compass Data Warehouse for updates on the balances of the removal support and site budget allowances for the Removal Program.



Procurement Requests (EAS Requests) are compared against these allowances to ensure commitments and obligations have occurred. This information is provided to the Branch Chief.

### **Remedial Project Manager (RPM)**

The RPM is responsible for providing data related to the sites assigned to them on a continuing, real-time basis in accordance with the SPIM guidance and other published schedules, guidance, and policies. They have rights to SEMS which allow them to view data and schedules. The RPM is responsible for reporting all accomplishments in SEMS and ensuring that source documentation supporting those accomplishments are provided to the appropriate people. They have access to the SPIM guidance to aid them with providing data. Data they report is managed in SEMS by use of the SCAP-14 and SCAP-2 reports in discussions with their respective supervisor. When an RPM provides data for entry into SEMS for their site(s), those changes must go through a process called Management Review. The RPM's Section Chief (or higher) must approve of the data before it is passed on for entry into SEMS.

### **Manager Reviewers**

Manager Reviewers consist of Superfund Branch Chiefs and Section Chiefs who work with the IMC, BC, Enforcement Coordinator and RPM's to ensure the region's targets are planned, and accomplishments are reported. This involves proposing, changing and reporting SCAP targets and accomplishments and ensuring that funding needs and budget plans are accurate and current in SEMS. Management Reviewers negotiate with Headquarters and approve all planned targets in their programs. They have primary responsibility for monitoring and projecting current year and future year program plans. Approval of data is performed on a monthly and quarterly basis.

### **Site Assessment Coordinator (SAC)**

This position serves as the primary contact for target and accomplishment information for the Site Assessment program. Reports are run weekly and the SAC reviews and confirms accuracy of the data.

### **Site Assessment Manager (SAM)**

The SAM is responsible for gathering information on activities, such as Preliminary Assessments, Site Inspections, and the quality assurance of this information. Information is entered on a real time basis. This includes gathering information through the different Site Assessment phases. SAMs are able to capture and store documentation to support site assessment decisions. From a Site Decision screen, SAMs are able to enter and store site assessment decision information, including qualifiers and a written rationale for the decision. All final decision documents are forwarded to the file room. SAMs are also responsible for ensuring that all source documentation is located in the preresidential file and that appropriate signatures/dates etc. are accurately reflected in SEMS according to the SPIM guidance.

### **Other Users**

There are many other users of SEMS with "Read Only" access. This group includes: Technical Support Section, Chloe Metz with access to review Five Year Review data and Construction Completions; Freedom of Information Act (FOIA) Support Staff utilizing SEMS for FOIA tracking, PRP information and RPM/Site lists; Civil Investigator has read only access to SEMS for PRP search information; The Brownfield Section view SEMS to determine possible enforcement activity. In summary, SEMS is highly functional in three

areas; *Project Management*, which RPM's, SAMs, and the Removal Program use, and *Program Management and Enforcement* which the Information Management Team primarily uses.

### **E.3. Process for making Source Documents Available to File Repositories (e.g., Records Center)**

Region 2 uses the SEMS -RM module to scan documents, index and track records. All program required/recommended documents are assigned an SEMS-RM DocID. Site documents primarily reside in the site file located in Region 2 Superfund Records Center file rooms in 290 Broadway and Edison, New Jersey. It is the RPM's responsibility to make arrangements to transfer those documents to the Superfund RMC.

Superfund accomplishments are supported by source documentation. Those documents must be available to agency employees, and when appropriate, the public at all times. Source documentation supporting Accomplishments reside:

#### **Remedial and Federal Facility Accomplishments:**

FY 93 – FY 2013 PSB, RM/CRS, SEMS-RM and 18<sup>th</sup> Floor File Cabinets (labeled SEMS Accomplishments)  
FY 2014-present PSB, RM/CRS, 18<sup>th</sup> Floor, SEMS-RM

#### **Enforcement Accomplishments:**

FY 93 – FY 2013 PSB, RM/CRS, 18<sup>th</sup> Floor File Cabinets (labeled SEMS Accomplishments)  
FY 2014-present PSB, RM/CRS, 18<sup>th</sup> Floor, SEMS-RM

#### **Site Assessment Accomplishments:**

Pre-Remedial File Room, 19<sup>th</sup> Floor, SEMS-RM

#### **Removal Accomplishments:**

POLREPS are generally available on the EPA OSC website [www.epaosc.org](http://www.epaosc.org). Action Memoranda source documents reside in SEMS-RM and on the regional network directory G: \ERRDDIV-NJ\ACTION Memoranda. Additionally, Edison's Record Center contains removal site files and Administrative Records. The On-Scene Coordinators (OSCs) may also maintain a working site file.

### **E.4. Process for Tracking Source Documents**

- SCAP 14 and Enforcement 3 reports are compared to remedial and enforcement source documentation.
- Office of Regional Counsel ICIS reports are compared to SEMS reports.
- ENFR-67 Financial Assurance report is compared to Financial Assurance source documentation.
- Final SCAP 14 end of year reports are reviewed then printed and filed with each fiscal year binder.
- Transmittals to the Region 2 Superfund Records Center on the 18<sup>th</sup> Floor of 290 Broadway and Edison, New Jersey, occur on a regular basis. Most site documents reside in the site file in the Records Center and

as noted earlier, it is the RPM's and OSC's responsibility to make arrangements through Records Management Coordinator (RMC), to transport those documents that comprise the site file, to the Records Center. Once the Superfund Records Center receives the files they are entered into SEMS -RM. Upon receiving the files it is the responsibility of the EPA staff submitting the documentation to identify whether the documentation is controlled (withheld information) or uncontrolled (public information).

### **E.5. Audit Process for Source Documentation**

The SEMS report module is accessible to users, and contains nationally defined reports. The reports are categorized by the following program areas: Site Assessment, Risk Assessment, Remedy Selection, Federal Facilities, Community Involvement, Removal, Enforcement, Financial Assurance, Project Management, and Program Management.

The following references contribute to meeting SEMS audit process requirements:

SCAP-14	Superfund Accomplishment Report
ENF-67	Financial Assurance Report
PGMT-06	Actions with SEMS DOC ID Info
Oracle Business Intelligence (OBI) and Ad-Hoc querying and reporting	

For Site Assessment data, regular checks are made of SCAP 13, SCAP 14, SCAP 15 and Envirofacts reports.

QA/QC notifications are provided frequently at fiscal year -end to Managers describing accomplishment documentation requiring action. The email includes clear, brief definitions of each accomplishment. "Documentation Status" updates are sent quarterly to RPM's, Section Chiefs and Branch Chiefs and regularly at year end. Oversight from the RM/CRS Chief, IMC, ES, RSA, and BC is provided to ensure that our reporting is accurate and complete.

### **F. Procedures for Entering Budget Planning Data**

The Region 2 Budget Coordinator (BC) oversees financial data and the data entry of financial information on a real time basis outside of SEMS. The procedures and practice of updating this information in SEMS with the new Primavera components are still being worked out. With the pending arrival of the Edit Site Schedule application in SEMS -SM it is anticipated that all financial information will be updated and maintained in SEMS. The BC serves as a central point for planning, reporting, and coordinating data collection for Superfund financial information for the areas of Response (RA and Pipeline), Federal Facility, Enforcement, Removal and Removal Support. The BC also handles maintenance responsibilities for SCAP and program information for budget data in COMPASS. The BC is responsible for collecting and maintaining all Superfund extramural budget data. The BC develops and maintains schedules, reports, and processes for the collection and entry of budget data, as well as the related annual deobligation plan.

#### **F.1. Process for Entering Budget Planning Data**

The BC works with senior management to monitor and identify adjustments to the budget data. When the RPM proposes changes to financial data, the BC reviews the changes with the RPM's immediate supervisor. Once the changes are approved by management, the BC codes the change as "Approved" in the R2 budget plan. The BC is responsible for keeping the budget balanced throughout the fiscal year. Corrections and any changes in financial needs are also updated on a real time basis. This position handles a multitude of requests for information from internal and external users. The BC will refer to SPIM guidance available on the SEMS

Portal. Once the Edit Site Schedule application in SEMS-SM is function and site schedules are up to date the budget information will be captured again in SEMS.

## **F.2. Process Used to Establish Site/Spill Identifiers**

The Primary Superfund Site/Spill Identifier (SSID) field is established under the Site Management module. Thereafter, the SSID will appear in all financial screens, as the Site/Project field represents the Site/Spill Identifiers (SSID). The SSID is a four-character alpha-numeric code occupying the first four positions of the Site/Project field in EPA's Account Code Structure. It is used in Compass, the umbrella name for EPA's financial management and reporting system. Compass replaced an earlier financial management system at the beginning of FY 2013. The SSID is used in Compass to track Superfund Costs for each specific site. The Removal Coordinator alternate or Site Assessment Manager will request SSID's for the Removal and Site Assessment programs. The SSID is requested when a task order is initiated for a Removal Assessment, when a removal is warranted. An SSID is assigned for any site going through the Site Assessment process where an Expanded Site Inspection (ESI) is warranted or a Hazardous Ranking System (HRS) package is being developed for a site. To obtain the SSID, an email request is sent to the RSA. When the RSA obtains the email, preliminary checks are performed to avoid duplicates. The RSA sends an email response to the originator recording the SSID number assigned and also notifies the BC, OSC, Branch Chiefs, Financial Specialist, Contracting Management Section, Technical Staff, and Brownfield staff. The SSID is then established and entered in SEMS Site Management module under Site Information module by the SAC or Removal Coordinator alternate.

## **G. Procedures and Responsibilities for Site Information Relayed to the Superfund Website**

### **Web Content Management System and One EPA Superfund Web SPPs.**

#### **Background**

One EPA Web is a concept to improve EPA's website to better meet the needs of our Web visitors by organizing EPA's website around environmental topics instead of organizational structure. One EPA Web content is developed and managed in a Web Content Management System (WebCMS). EPA's WebCMS standardizes the technical aspects of creating and publishing content to our public website. It allows content managers to focus on developing and editing content. Using a Web CMS automates many content creation processes that are inconsistent, incorrect or missing when done manually.

#### **G.1. Reviewing SEMS Data that Appears on Site Profile Pages (SPP)**

In accordance with One EPA, EPA has redesigned its' regional fact sheets to create the same look and feel that is easy to navigate and automated. These fact sheets, now called Site Profile Pages (SPP), summarizes the site history, current site status, EPA involvement at the site and other site activities. They are stored in the Drupal WebCMS environment.

To update the SPP, RPMs must access the Content Entry Form (CEF) on the web using Share Point. Guidance for updating the fields in the CEF can be found at: Site Profile Pages \Basic SPP update instructions.docx.

#### **SEMS Site Management Information (SEMS-SM)**

In addition to the RPM direct edits, updates to the SPPs can be taken from Superfund Enterprise Management Systems (SEMS Site Management -SM). SEMS-SM holds site information such as Site Name, EPA Site ID,

RPM, CIC, Congressional district, etc., as well as field values for content such as Site Wide Ready for Reuse, Ground water and Human Health Under Control. This information is loaded directly onto the SPPs.

### **SEMS-Records Management Module (SEMS-RM)**

All documents that are published to the web are stored in and retrieved from SEMS -RM. Documents are organized into publishable (and unpublishable) collections, including Administrative Records and Special Collections and all other site related documents.

## **G.2. Process for Maintaining Content Entry Form**

### **Uploading Site Content through SEMS-Site Management (SEMS-SM)**

There are three main publishing tools to post materials to the SPP web site. The SEMS-Site Management (SEMS-SM), SEMS-Content Entry Form (SEMS-CEF), and the SEMS Records Management Module (SEMS-RM).

The IMC manages and updates information in SEMS (site name, SME contact information, telephone numbers, address, etc.). This information posts to the SPP website automatically through SEMS. The Site Editor must ensure the IMC has the correct Site information in SEMS to ensure accuracy on the SPP page on the web.

Content that can be changed by SME/IMC:

- NPL Status
- Address of the site
- Congressional district
- EPA site ID number
- Population within a 1 mile radius
- Site Contacts: RPM and CIC assigned to the site
- Email and telephone numbers for the RPM and CIC

Workflow process:

1. Site Editor contacts the IMC and/or Superfund EIC and requests changes
2. IMC makes the changes in SEMS
3. SEMS will automatically update SPP the following scheduled update date.

Other contents area editing

Some content in SEMS require updates from Environmental Indicator (EI) Coordinators within the Superfund Division. The Site Editor, Superfund EIC or Publisher must notify these coordinators in order for them to request the IMC change the status of these indicators in SEMS and the web. The Site Editor may contact the IMC who will make the changes after consulting with the program coordinator for each subject area:

- Construction Complete
- Contaminated Ground water migration status
- Site Wide Ready for Reuse
- Human Exposure Status
- Protectiveness Status

Workflow process:

1. Site Editor contacts IMC, EIC or Publisher to coordinate appropriate EI area to update status
2. EI Coordinator approves publication
3. IMC make updates in SEMS

4. SEMS will automatically update SPP the following scheduled update date

There are a variety of other content types that can be published via the SPP. They include:

- PDFs
- Images
- Videos
- Audio/podcast

### **Uploading Records/Documents (SEMS-RM)**

Documents which Site Editors would like to share with the public must first be in SEMS-RM.

Workflow process:

1. Editor submits the document(s) to the Records Center Manager for placement into SEMS-RM.
2. All documents submitted must be classified as either uncontrolled (public) or controlled (not releasable) by the EPA staff submitting them or designation from Office of Regional Council (ORC).
3. The Records Center Manager adds uncontrolled documents for the web into a special collection for the site in SEMS-RM.
4. The Records Center Manager publishes the collection and the document is posted on the One EPA web site automatically through SEMS.

## **G.3. Web Publishing Procedures and Responsibilities**

### **Responsibilities and Job Functions**

Job functions are defined as “roles”. One individual may have more than one role. Roles may be slightly different depending on the source of the content (CEF, SEMS -SM, etc.). It is important to understand the responsibilities and authorities associated with each role.

**Site Editor** - The Site Editor is considered to be the authority or Subject Matter Expert (SME) on a particular site. The Site Editor has the primary responsibility for editing and updating the SPP. He also has the responsibility to route content through the publication chain for approval. The Site Editor/SME is the Remedial Project Manager (RPM) responsible for the site.

Site Editors review, update, and develop the content needed to accurately depict site conditions and cleanup status for Proposed, Final and Deleted NPL sites.

Site Editors are responsible for supplying accurate information in the Superfund Enterprise Management System (SEMS) database. The data from the SEMS database can be uploaded directly to the SPP website. Furthermore, SMEs, in cooperation with their site team members, will make sure that, supporting documentations, such as fact sheets, pictures, etc., are placed in Special Collections in SEMS to be published.

Site Editors will coordinate with their management and site team members such as Community Involvement Coordinators (CICs), Enforcement Managers, (EMs), Attorneys, technical support, etc. as necessary, prior to making changes in the CEF or requesting changes to SEMS.

**Reviewers** -The Reviewer shall review, edit, approve or reject proposed updates from the Site Editor. The Reviewer reviews content for plain language standards, readability, tone, appropriate messaging, etc. Content requiring edits is routed back to the Editor for corrections. The Reviewers are the Section Chiefs and/or Branch Chiefs and CICs.

**Publisher** -The Publisher has the authority to publish content for public dissemination. Publishers will perform the final review and editing before the content is published to the web. Publishers ensure overall tone of content, both on individual pages and for the overall website. Content requiring edits is routed back to the Site Editor and Reviewer for corrections.

**Records Manager** - The Regional Records Manager oversees technical aspects of all official records added to published and unpublished collections in SEMS. All requests should be sent to the Records Manager in writing (ex. Email) to add/delete and publish/un-publish records. The Regional Records Manager can assist the Site Editor in developing Special Collections in SEMS and making documents releasable to the public.

**Superfund Editor in Chief (EIC)** - The Superfund Editor in Chief (SF EIC) has the responsibility to coordinate the overall administration of the Superfund implementation of the SPP website, and to administer the file systems related to the content contained in Internet and Intranet.

### Flow of Information

There are also three main roles in the publication chain Site Editor, Reviewer, and Publisher. The basic flow of content from creation to publication is from Site Editor, through Reviewer and then to Publisher. The Publisher has the authority to publish content to the EPA website.

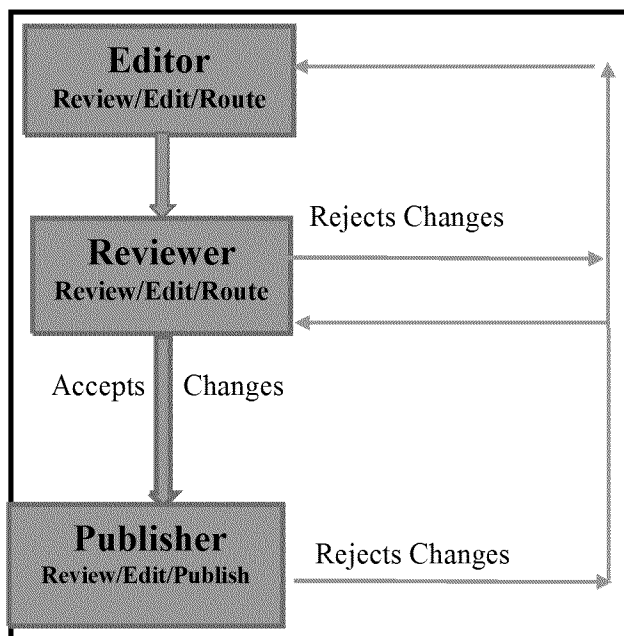
The workflow process is role based, more than one individual can occupy any of the roles, but all individuals in any role have equal authority. In practice, only one individual in each role needs to act to invoke the workflow process at that level. As a consequence, personal communication amongst team members is critical regardless of automation that may assist with the workflow process.

### Workflow process

The Site Editor develop the information to be posted on the Internet. The Editor shall coordinate with other Site team members (RPM, CIC, attorney, etc.) prior to initiating the workflow process through the CEF. The Reviewer reviews the proposed changes for and will either forward the page to the Publisher or return the page to the Editor for editing.

The Publisher reviews the proposed changes for overall tone

They will either publish the changes to the public website or return them to the Editor and Reviewer.



## Appendix A

### Region 2 SEMS Roles and Responsibilities Matrix

L = Lead      I = Inform      S = Support  
 B = Backup      A = Approval      SB = Support Backup

Task	IMC	BC	RSA	Data Administrator	HQ	Other Staff (RPMs, Enforcement, SAMs, Removal Coordinator)
Initial Desktop Setup	L			I, S		
Upgrade/Maintenance @ Desktop	I			B	L	
User Support	L		B	B		B Enf. Specialist
Bugs	I		I	L	I	
Data Questions (What)	L		S,B			B Enf. Specialist
Data Entry (How)	L		S,B		S	B Enf. Specialist
Report Running	B		L		L	B Enf. Specialist, SAC
System Shutdown	I		I	L	I	
Data Entry (Site Assessment)	I		I			L SAMs & SAC
Data Entry (Financial)	I,B	L				L RPMs
Data Entry (Remedial)	L,B		S,B			L RPMs
Data Entry (Removal)	S,B					L Removal Coordinator Alternate
Data Entry (Enforcement)			S,B			L Enf. Specialist L Removal Enf. Contact
Data Entry (Enforcement Financial Assurance)						L Enf. Specialist
Upgrades (Inform & Advise)	I,L		S,B	L	I	
Report Writing	S,B		L			
Upgrade Testing	S,B		L			
Report Writing Requests	L		S,B			
Reports Librarian	L		S,B			
SURS Regional Reviews	L					L RMC/CRS Chief
Access to SURS	L		S,B			
Access to SEMS	L		S,B			
SCAP Update Requests, etc.	L					SB Enf. Specialist
Report Problems	L		S,B			
SEMS Deployment Plans	I		S,B	L	I	
Quality Assurance	L		L,S,B			L Enf, SAC, Removal
System User Administration	L		S,B	S,B	B	



## Appendix B

### Site Progress Profiles – Roles and Responsibilities

<b>Task</b>	<b>Lead (e.g., IMC, CIC, RPM)</b>	<b>Backup (e.g., IMC, CIC, RPM)</b>
<b>SharePoint Content Entry Form</b>		
Edit narrative content in CEF	RPM,CIC,	IMC, SC, BC, EIC
Review content	CIC SC, BC	IMC, SC, BC, EIC
Publish content	Publisher, EIC	Publisher, EIC
<b>SEMS-RM Special Collections</b>		
Review contents and access controls for special collections	RM,	RM, EIC
Publish special collections	RM	RM,
<b>SEMS-SM Site Information</b>		
Edit SEMS Site Management content	RPM, IMC, SC	RPM, IMC SC
Review SEMS Site Management Content	RPM, IMC SC	RPM, IMC SC

## Appendix C

### Region 2 Remedial Project Managers with Access to SEMS

1. Trevor Anderson
2. Mark Austin
3. Joseph Battipaglia
4. Pamela Baxter
5. Adalberto Bosque
6. Elizabeth Butler
7. Young Chang
8. Steve Cipot
9. Mark Dannenberg
10. Grissell Diaz-Cotto
11. John DiMartino
12. Betsy Donovan
13. Damian Duda
14. Ed Finnerty
15. Kathryn Flynn
16. Diego Garcia
17. Renee Gelblat
18. Jonathan Gorin
19. Joe Gowers
20. Mark Granger
21. Michelle Granger
22. Larry Granite
23. Sherrel Henry Taylor
24. Alison Hess
25. Richard Ho
26. Brittany Hotzler
27. Theresa Hwilka
28. Michael Infurna
29. George Jacob
30. Maria Jon Straus
31. Alida Karas
32. Ira Perry Katz
33. Supinderjit Kaur
34. Anne Kelly
35. Raymond Klimcsak
36. Jaclyn Kondrk
37. Caroline Kwan
38. Jennifer LaPoma
39. Tanya Mitchell
40. Thomas Mongelli
41. Eugenia Naranjo
42. Mike Negrelli
43. Shane Nelson
44. Robert Nunes
45. John Oslin

## Appendix C

### Region 2 Remedial Project Managers with Access to SEMS (continued)

46. Patricia Pierre Simmons
47. Brian Quinn
48. Nigel Robinson
49. Rick Robinson
50. Isabel Rodrigues Fredricks
51. Daniel Rodriguez
52. Anne Rosenblatt
53. Tamara Rossi
54. Farnaz Saghafi
55. Diane Salkie
56. Luis Santos
57. Ashley Wiedemer Similo
58. Gloria Sosa
59. Carol Stein
60. Pam Tames
61. Lorenzo Thantu
62. Sin-Kie Tjho
63. Douglas Tomchuk
64. Sharon Trocher
65. Christos Tsiamis
66. Stephanie Vaughn
67. Michael Walters
68. Matthew Westgate
69. J Kevin Willis
70. Lisa Wong
71. Alice Yeh
72. Hunter Young
73. Michael Zeolla

## **Appendix D**

### **Region 2 Federal Facility Project Managers with Access to SEMS**

1. Jessica Mollin
2. Robert Morse
3. Doug Pocze
4. Bill Roach
5. Helen Shannon
6. Carla Struble

## **Appendix E**

### **Region 2 Site Assessment Coordinator and Managers with Access to SEMS**

1. Cathy Moyik, SAC
2. Ildefonso Acosta
3. Juan Davila
4. James Desir
5. Jan Hagiwara
6. Denise Zeno

## **Appendix F**

### **Region 2 Regional Manager (Reviewers) with Access to SEMS**

#### ***Branch Chiefs:***

Doug Garbarini, Branch Chief, NY  
Courtney McEnery, Branch Chief, Program Support Branch  
Carole Petersen, Branch Chief, NJ  
Joe Rotola, Branch Chief, Removal Action Branch  
Ramon Torres, Branch Chief, CEPD RRB  
Mike Sivak, Acting Branch Chief, Special Projects

#### ***Section Chiefs:***

Salvatore Badalamenti  
Mel Hauptman  
Jeff Josephson  
Pietro Mannino  
Bob McKnight  
Kim O'Connell  
Mark Pane  
Rich Puvogel  
Joel Singerman  
Julio Vazquez  
Stephanie Vaughn (Acting)  
George Zachos

## **Appendix G**

### **HQ Guidance Used to Prepare the 2016 SEMS Data Entry Control Plan**

See Attached File: 2016 SEMS DECP Guidance\_1-25-16.pdf.